



KAMRAN AND COMPANY, INC.
FOOD SERVICE AND LAUNDRY EQUIPMENT CONSULTANT AND CONTRACTOR

CA: 687988 B D34 C38 AZ: ROC112017 KO NV: 52465 C21A NV: 42022 C26A HI: 33236 C25



Assistant Project Coordinator – FULL TIME

Kamran and Company, Inc. – Santa Barbara, CA

Summary of Position:

Assistant Project Coordinator for a Food Service Equipment contractor to work directly with a Project Coordinator who oversees multiple projects. This is an entry-level position with growth opportunity. Attention to detail, organization, and strong verbal/written communication skills are required. Compensation based on skills and experience.

Roles and Responsibilities:

The Assistant Project Coordinator takes direction from the Project Coordinator to complete the following tasks for each assigned project:

- Generating Purchase Orders
- Schedule and track deliveries of equipment to the project job site.
- Create and maintain comprehensive project documentation, plans and reports such as Equipment Shipping Schedules, Change Order Logs, and Installation Schedule Logs.
- Assemble the Closeout O&M Manuals and other submittal packages required for projects.
- Schedule the training of Equipment demonstrations including Equipment performance start-up.
- Issue all appropriate legal paperwork
- Report and escalate to management as needed

Skills and Qualifications:

- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office. Specifically, Microsoft Excel and Microsoft Word.

Education:

GED Required

Associates or Bachelors degree is a plus

Additional Information:

- Excellent benefits and opportunity for growth
- Kamran and Company, Inc. is an equal opportunity employer that recruits, hires, trains, and promotes the most qualified individuals without regard to gender, race, color, national origin, religion, age, sexual orientation, disability, veteran/military status, marital status or any other status protected by federal or state law, with regard to any term or condition of employment.

E-mail all resumes and cover letters to careers@kamranco.com

Phone: (805) 963-3016 or (800) 480-9418
Fax: (805) 962-5915
Email: careers@kamranco.com

411 East Montecito Street
Santa Barbara, CA 93101
www.kamranco.com